

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Board and Community  
• Community Relations

**Regulation Code:** B-7.2.1  
**Policy Code Reference:** B-7.2

**Regulation:** VOLUNTEERS

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These administrative regulations are written in accordance with the guiding principles in Board Policy No. B-7.2, Volunteers. The administrative regulations are intended to clarify procedures for appropriate selection, screening and deployment of volunteers, in order to provide effective assistance for staff and students in a positive and safe environment. Guidelines for appropriate intake and deployment of volunteers within schools are contained in the Safe, Caring and Restorative Schools Guide, which is available in each school.

### **1. Volunteers – Key Principles for Effective and Appropriate Involvement**

- 1.1 The function of Board volunteers is to assist the principal and/or staff with duties/involvement in activities which are not the exclusive duties of paid staff.
- 1.2 Use of volunteers shall not displace or reduce existing hours of work of paid staff.
- 1.3 Within schools, volunteers shall be responsible to the principal, or the principal's designate. In all other cases, volunteers shall be responsible to the supervisor of the department in which the volunteer assists.
- 1.4 Volunteers shall work under the supervision of the principal or designated staff at all times. (\* The principal/designated staff may supervise indirectly and are therefore not necessarily in attendance during the activity.)
- 1.5 Volunteers shall assume no responsibility for the evaluation of students.
- 1.6 Volunteers shall not be included in the calculation of either student/teacher or student/support staff ratios.

### **2. Volunteers – Recruitment, Selection, Screening and Assignment Process**

- 2.1 The principal/site manager, or designate, shall encourage and promote the recruitment of and welcome the offer of services from responsible persons who will, without remuneration, provide effective service within, and/or on behalf of, the Board.
- 2.2 The principal/site manager, or designate, shall ensure that before placement, volunteers will undergo screening appropriate to the duties and level of student contact in the potential assignment. Central staff will assist the principal in this regard.

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- 2.3 Screening for all volunteers may include:
- 2.3.1 personal interviews;
  - 2.3.2 completion of a written application/registration form by applicants; and
  - 2.3.3 provision of suitable references, with permission to contact them.
- 2.4 Volunteers must complete a Police Record Check prior to commencing duty, prepared and supplied by a police services agency. It cannot be more than one year old when first submitted and must include:
- 2.4.1 a list of any criminal convictions, discharges, local indices, etc.,
  - 2.4.2 a list of any charges pending before the courts, and
  - 2.4.3 a Vulnerable Sector Search and a search of the Pardoned Sexual Offender Database.
- Principals may ask volunteers for an updated Police Record Check if the principal/site manager has reason to believe that there is a need for an updated version. Returning volunteers must complete the Police Record Check annually.
- 2.5 The fee to undergo a Police Record Check is payable by the volunteer.
- 2.6 The volunteer will present the completed Police Record Check to the principal/site manager.
- 2.6.1 To ensure confidentiality, if no criminal record, charges, notations or indices are identified, the principal/site manager will maintain the Police Record Check and any related information at their site as the Board's single file copy (with the exception of any document including fingerprints, which will be returned or shredded in keeping with the prospective volunteer's wishes).
  - 2.6.2 If the volunteer wishes to retain the original Police Record Check, schools may maintain a copy on file, provided that the original has been verified. The volunteer will still require principal approval to be placed within the school. Host schools/departments are encouraged to maintain a list of the volunteers for the site, through the Volunteer Management System, identifying status/date of issue with respect to Police Record Checks.

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2.6.3 If a criminal record, charges, notations or indices are noted, the principal/vice-principal and area superintendent, in consultation with the Senior Manager, Human Resource Services, or designate, will review the record, adjudicate, and recommend appropriate action.

2.6.4 The outcome of any Police Record Check review will be communicated to the principal/vice-principal and any related information will be stored in Human Resource Services.

2.7 In the case of employees, volunteer involvement is encouraged up to and including an equivalent of one-half day per month during normal working hours.

### **3. Volunteers – Conditions of Service**

3.1 Volunteers shall consider and adhere to the Kawartha Pine Ridge District School Board policies and administrative regulations, the Safe, Caring and Restorative Schools Guide, and each school's Code of Conduct.

3.2 When carrying out duties assigned by Board staff and following directions, volunteers shall be covered under the Board's liability insurance.

3.3 The principal/site manager, or designate, shall ensure that volunteers receive appropriate orientation and on-site training for the particular duties which have been assigned.

3.4 Volunteers shall be supported and monitored by the principal and/or designated staff throughout assignments.

3.5 The principal/site manager, or designate, shall ensure that volunteers receive appropriate recognition for their assistance.

3.6 References, based on service given, may be requested from the principal and/or supervising staff member.

3.7 Volunteers shall maintain confidentiality and adhere to the code of conduct normally expected of employees including meeting the requirements of the Freedom of Information and Protection of Privacy Act, regarding all student and school issues.

### **4. Student Teaching Placements**

Student teachers on placement in the school system are also governed by the Volunteers policy and these administrative regulations.

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### 5. Corporate/Central Support

- 5.1 Human Resource Services and/or the Corporate Affairs Department will provide information and resources for school and department use in the recruitment, application, records retention, orientation, training, assessment, recognition and Police Record Checks of volunteers, and liaise with community agencies, police service agencies and organizations concerning volunteers. When necessary, in order to assist principals, central staff will promote and facilitate volunteer selection, including initial screening and orientation.
- 5.2 Host schools/departments are encouraged to maintain a list of the volunteers for the site, through the Volunteer Management System, identifying status/date with respect to Police Record Checks.